

Lyman-Dayton Fire Commission (FC)

Meeting Minutes January 18, 2018

**Location:** Goodwin's Mills Fire Station

Meeting recorded

**In Attendance:**

Fire Commissioner – FC Don Hernon, FC Amos Gay, FC Chris Boyden, FC Jim Roberts, FC Ray Demers

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Treasurer Lisa Vargas

Absent: FC Wendell Smith

Called to order 6:30pm

1. FC meeting minutes December 14, 2017 approved as amended.
2. PSAP contract – one for each town. Interlocal Section 3.4A 12: FC can enter in to the contract.
  - a. July 1, 2018 - June 30, 2019 \$7.25 per capita
  - b. July 1, 2019 rate goes to \$7.50 per capita
  - c. Fee is based on US Census
  - d. FC Demers – regional dispatch is in the works
  - e. Motion to accept PSAP agreement with Biddeford Fire Alarm – Approved. Chief will attach a memo and deliver to Select Boards for signature.
3. Review/Amend/Approve Fire Chief's Evaluation form
  - a. FC Amos Gay recommends to approved Chief evaluation form. – Approved
  - b. FC Hernon will send a letter to Select Boards for their input by April 1, 2018.
4. Budget FY 18/19
  - a. Handout: Chief Recommendation/Request and Memo to FC from Chief Hooper
  - b. Apparatus needs and recommendations

- c. Discussion of \$1.00 per hour increase to work with minimum wage increase. FC Roberts disagrees with the \$1.00 per hour increase across the board.
- d. FC Demers feels we need to offer members a reason to stay. Per Diem is the background of the department and agrees that it is a hard sell. Chief Hooper stated that there is a lot of competition for per diem employees.
- e. Hourly rates on the spreadsheet have an adjusted base based on average call rate last year.
- f. Currently looking to add Part Time duty officer (on call) and Part Time EMS Quality Assurance. Break down duties instead of putting into the Captain base pay.
- g. Add an overtime line (per budget committee request)
- h. Capital Improvement – FC Roberts question the number in the current year line – Chief needs to look at \$32,311.36 in the wrong column , Zero was in the current year due to purchase of the new ambulance.
- i. Fire Chief Salary – Chief has looked at MMA salary report, has also asked local communities approximately the same size for their Fire Chief's wages, benefits, etc. FC Roberts feels he needs to look at a similar population size. FC Demers feels he needs to look outside of York County. FC Demers feels need to put money in and support the Fire Chief and give him a reason to stay.
- j. FC Hernon – Need to look at pieces of the budget and let the voters decide what pieces they want
- k. FC Demers recommends a workshop to present pieces and prioritize
- l. Chief has already asked for focus groups to look at a funding formula, personnel and equipment. Dayton SB is not interested and Lyman has not responded.
- m. Recommendations: Chief presents proposed budget to the Fire Commission, FC to Budget Committee and Select Board. One informational meeting – no votes
- n. No votes taken tonight on the budget. Need time to look over the handouts.
- o. Treasurer Vargas does not think the Budget Committee will approve the \$1.00 hour increase for all members.
- p. Full time employees receive step raises at one, three, five, and ten years. Call force members do not receive step raises; only incentive raises with new licenses or qualifications.
- q. Treasurer Vargas recommends that at the next meeting the FC recommendations are added to the spreadsheet.
- r. FC special budget meeting Wednesday January 31, 2018 at 6:30pm; other FC business may be discussed

5. Lyman Select Board is meeting January 23, 2018 to review the personnel policy
6. Interlocal Agreement – how much can it be modified without town involvement.
  - a. Revisions/Changes drafted from Select Board were sent to David Ordway.
  - b. FC Gay - After changes are made need to look at incorporating Regulations 1103 and 1104.
7. Personnel Follow-up – requirements have been met except for one more class which will be completed January 30, 2018.
8. Expense/Revenue report
  - a. January revenue is not in the report
  - b. Some bills have been sent out for Motor Vehicle Crashes; Chief feels need to adjust the fees. One bill that was sent out was for more than the amount of the vehicle damage.
9. Town Report – Lyman Select Board Clerk Nancy Brant wants by March 16, 2018. Fiscal year basis; FC Hernon usually does it on the calendar year; will put together and send out to FC members for review
10. Meeting adjourned at 8:21pm.

Minutes recorded by FC Clerk Michelle Ray